

**STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 West Preston Street
Baltimore, Maryland 21201**

POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

<p>1. PIN</p> <p>3. SERVICE Professional</p> <p>5. OVERTIME STATUS Exempt</p>	<p>2. CLASS CODE/GRADE 4256/4257</p> <p>4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? No</p> <p>6. AGENCY APPROPRIATION CODE 32.06.02.062</p>
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ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable _____

8. Class Title Nurse Practitioner/Midwife I or II (Clinical)
Working Title, if different _____

9. Department or Agency Name Harford County Health Department
Division, Unit or Section Nursing

10. Work Location/Address Edgewood

11. Name of Immediate Supervisor Susan H. Rubinstein, MD
Title of Immediate Supervisor Medical Director

12. Work Schedule: (Check all that apply)

<input checked="" type="checkbox"/> Permanent Day Shift	<input type="checkbox"/> Rotating Shift
<input type="checkbox"/> Permanent Evening Shift	<input checked="" type="checkbox"/> Full Time
<input type="checkbox"/> Permanent Night Shift	<input type="checkbox"/> Part Time
<input type="checkbox"/> Other (Explain) _____	

13. If applicable, how long has the current employee been performing the duties listed below?
New Hire

PART II. POSITION FUNCTIONS

ITEMS 1-7 If additional space is required, attach a separate sheet.

1. **MAIN PURPOSE OF THE JOB:** Briefly describe the main purpose of this position and how it related to the mission of the agency.

Provides advanced practice nursing skills in a public health clinical setting at the Harford County Health Department. This position is essential for assuring the availability of primary, preventive reproductive health care for men and women and for achieving optimum outcomes for clients served in our local Health Department.

ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES - List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify essential job functions by highlighting, underlining, etc.)

% of Time and/or Weight of Importance	Job Duty
69%	Client Care Provides direct client services as a Certified Registered Nurse Practitioner
10%	Consultation Assists in providing clinical, programmatic, and administrative nursing consultation to the Health Department Chief Medical Director, Nursing Supervisor, Program Coordinators and staff.
10%	Guidance Provides advice, training and guidance to lower level Nursing Staff.
5%	Development Attends staff development programs. Conducts educational sessions with the staff and clients.
5%	Agency Representation and Essential Duties as Assigned Participates in Agency and State committees, attends various meeting to represent Women's Wellness/Reproductive Health Services, issues, and concerns. Represents the Health Department as required. Reviews and advises on relevant legislation, participates in community planning and needs assessment.
1%	3 Emergency Preparedness and Bioterrorism Receives training in responding to Emergency Preparedness and Bioterrorism Events and responds to emergencies when requested by the Health Officer or his designee.

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3. **LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS:** List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

DIVISION – Daily Contact – Chief Medical Director, Program Managers, Program Supervisors, Nursing Supervisors, Clinical and Generalized Nursing Staff, Clerical Support Staff, and Coordinators, Immunization Program, Administration Office, Fiscal Office, Administrative Care Coordination Unit, IPO/CFR Office, Health Services, Health Education, BCCP, Office of Cancer Prevention, Environmental Health, Infant and Toddlers, Maryland Children’s Health and WIC.

AGENCY – As Necessary – Health Officer, Deputy Health Officer, Administrative Director, DHMH, Personnel, Family Planning, Communicable Disease, STD, and Social Services.

GOVERNMENT AGENCIES – As Necessary - Police

PRIVATE – As Necessary – Schools, Hospitals, Private Care Facilities, Medical Doctors, Nurses, Businesses.

OTHER – Daily Contact – General Public, established clients

4. **DECISIONS AND RECOMMENDATIONS:** List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.

Provide medical diagnosis and prescribe medication to clients for common short-term health problems for reproductive health.

Write prescriptions, orders, and plans therapy for clients according to established protocols.

Provides direction to local program nursing personnel on simple and complex contraceptive management of clients

Makes recommendations to the Chief Medical Director regarding staff development and clinic management when requested

5. **EQUIPMENT USED** - List equipment, machinery and tools used to complete this job, e.g. personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Personal computer, calculator, desk, chair, telephone, date stamp, photocopier, fax machine, blood pressure cuff, microscope, hand tools, measuring devices and lab equipment.

6. **NATURE OF SUPERVISION RECEIVED** - Check the type of supervision that is given to this position. See instructions Part II, Item 6 for definition of terms.

- ☐ Close Supervision
- ☐ Moderate Supervision
- x ☐ General Supervision
- ☐ Managerial Supervision

7. WORKING CONDITIONS: (Check all that apply)

☐ Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)

x ☐ Work involves exposure to hazardous conditions which may result in injury.
(Explain)

Needle sticks and exposure to blood and body fluids

☐ Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (Explain)

☐ Work requires use of protective equipment such as goggles, gloves, mask, etc.
(Explain)

During lab procedures and specimen collections

PART III RESPONSIBILITIES FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of other, trains employees, recommends the selection, promotion and termination of employees, approves leave and signs time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates worker, is available for immediate assistance or review and performs the work of the classification.

- a) Does this position supervise employees? ☐ Yes ☐ No
- b) Does this position lead employees? ☐ Yes ☐ No

If yes, to a or b, list the names and classifications of the employees that this position supervises or leads.

- c) Check the ways that this position supervises or leads these employees. (check all that apply).

- ☐ Assigns and reviews work
- ☐ Approve leave, sign time card
- ☐ Sign annual performance ratings
- ☐ Interview & select new employees
- ☐ Train employees
- ☐ Discipline employees (counsel, recommend suspension & termination) Do any of the employees supervised have supervisory responsibility? If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

PART IV PERFORMANCE STANDARDS

PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

Job Duty	Meets Standards	Exceeds Standards	Outstanding
Client Care	Performs exams, assessments, evaluation, treatment and counseling to new and established pts. as specified by DHMH Family Planning Clinical and Administrative Guidelines and CDC guidelines as demonstrated by documentation in pt.	Performs exams, assessments, evaluation, treatment and counseling to new and established pts. as specified by DHMH Family Planning Clinical and Administrative Guidelines and CDC guidelines as demonstrated by documentation in pt record.	Performs exams, assessments, evaluation, treatment and counseling to new and established pts. as specified by DHMH Family Planning Clinical and Administrative Guidelines and CDC guidelines as demonstrated by documentation in pt record.
Consultation	Provides clinical, programmatic, and administrative nursing consultation to Medical Dr., Program Mgr, Nsg Supvr, & program nurses upon request as demonstrated by updates of written protocols policies and procedures. Provides clinical reviews and consultation on abnormal lab findings (blood work, PAP smears, cultures) for pts. Makes management plans for f/u pt. care. This will be demonstrated by documentation in pt. record.	Reviews policies and procedures annually and makes suggestions for improvement or change. Reviews abnormal labs and makes management recommendations for pt. care with in 1 week of receipt of results. Predicts needs of program and makes appropriate recommendations and decisions after approval of supervisor.	Does ongoing review of policies and procedures, makes suggestions for improvement and implements change with minimal guidance. Completes review of abnormal and makes management decisions immediately upon receipt of labs.
Guidance	Provides advice, training and guidance to nsg staff on issues and topics pertaining to reproductive health. This will be demonstrated on an individual basis, during clinics, and staff meetings.	Demonstrates excellent knowledge of current standards of care. Researches current literature and shares knowledge with staff. May arrange for in-service training for staff.	Anticipates training needs and arranges for such. Always relays information to staff/supervisors so they understand what is needed or expected. Volunteers to do presentations to community groups.
Development	Attends at least one staff development program per year.	Independently seeks educational opportunities. Attends more than 1 training per year. Conducts in house in services to staff.	
Agency representation and Essential Duties As Assigned	Participates in agency and state committees and meetings representing the Health Dept. and/or Reproductive Health Services. Participates in community planning and needs assessment.	Volunteers to participate in agency and state committees and meetings representing the Health Dept. and/or Reproductive Health Services. Reviews relevant legislation. Participates in community planning and needs assessment.	Volunteers to participate in agency and state committees and meetings representing the Health Dept. and/or Reproductive Health Services. Reviews and advises on relevant legislation. Participates in community planning and needs assessment.
Emergency Preparedness Bioterrorism	Is available for response to emergency situations as requested by Health Officer. Receives bioterrorism training as requested.	Volunteers to be available if needed for emergency situations.	Volunteers to be available if needed for emergency situations. Seeks training in advance of when needed.

PART V SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Date

Supervisor's Signature

Date

Appointing Authority or Designee

Date

FOR POSITIONS DESIGNATED AS A POLITICAL SPECIAL APPOINTMENT POSITION ONLY

This is to certify that I understand that this has been designated as a special appointment position which may be filled with regard to my political affiliation, belief or opinion. I have been informed of my limited rights of appeal for any disciplinary action including termination of employment. I further understand that, in this position, I serve at the pleasure of the appointing authority and can be terminated for any reason; including my political affiliation, belief or opinion, that is not illegal or unconstitutional.

Employee's Signature

Date

FOR OTHER SPECIAL APPOINTMENT and MANAGEMENT SERVICE POSITIONS ONLY

This is to certify that I understand that this is a special appointment or management service position and I have been informed of my limited rights of appeal for any disciplinary action including termination of employment. I further understand that, in this position, I serve at the pleasure of the appointing authority and can be terminated for any reason that is not illegal or unconstitutional.

Employee's Signature

Date